

The following documentation will be required before your file can be reviewed:

CONVICTION OF A CRIME:

You must submit the following:

- Certified copies of the conviction(s) and disposition of your case from the court clerk of the court in which you were convicted.
- All related police reports.
- Proof of successful completion of probation.
- A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure.*

PLEASE NOTE: If your conviction involved the use of drugs and/or alcohol, you must also submit the following:

- Certified copies of certificates of completion from each program attended.

LICENSE DISCIPLINARY ACTION:

You must submit the following:

- A certified copy of the determination made by the licensing entity. This document should include date and location of the incident, specific violation(s), date of disciplinary action, and sanctions or penalties imposed and the completion dates.
- A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure.*

***REHABILITATION**

California Code of Regulations, Title 16, Section 1395 states that when considering the denial of a license or registration under Section 480 of the Code, the board, in evaluating the rehabilitation of the applicant and his or her present eligibility for a license or registration, will consider the following criteria:

- The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Code.
- The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).
- The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
- Evidence, if any, of rehabilitation submitted by the applicant.